



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	MONROE COUNTY PROSECUTOR'S OFFICE
Position Title:	Paralegal
Position Summary:	Responsible for providing litigation and administrative support to Prosecutor and Deputy Prosecutors with a focus on legal research and writing; will assist with other duties in preparation for charging decisions, search warrants, trials, and other various court hearings.
Qualifications:	High School diploma or GED required. Bachelor's degree in criminal justice or related field preferred. Knowledge of legal terminology and standard legal procedures/practices, and ability to make practical application of federal, state, and local laws governing criminal procedures, ability to become certified and operate Indiana Data and Communications Systems (IDACS) and National Crime Information Center (NCIC) computer system; working knowledge (or ability to obtain a working knowledge) of federal, state and local laws and rules of evidence; ability to effectively communicate orally and in writing; ability to maintain confidentiality with regard to investigations, departmental records, and internal policies and procedures; ability to serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons; possession of a valid Indiana driver's license.
Salary:	Salary Range: \$39,531- \$43,917 based on directly related experience
Deadline for Application:	Posted until the position is filled
Submit Resume and References to:	Beth Hamlin
	Charlotte Zietlow Justice Building
	301 N. College Avenue, Room 211
	Bloomington, Indiana 47404 Or (preferred) email prosecutorresumes@co.monroe.in.us

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except on holidays.

Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462